

# The ENGINE ROOM

For Office Use Only:

MD: \_\_\_\_\_

COMM: \_\_\_\_\_

## Renter Information Sheet

Renter \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Event Type \_\_\_\_\_

Event Date \_\_\_\_\_ Expected Guest Count \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Event Start Time \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Bride's \_\_\_\_\_ Groom's \_\_\_\_\_

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

NOTES/COMMENTS:

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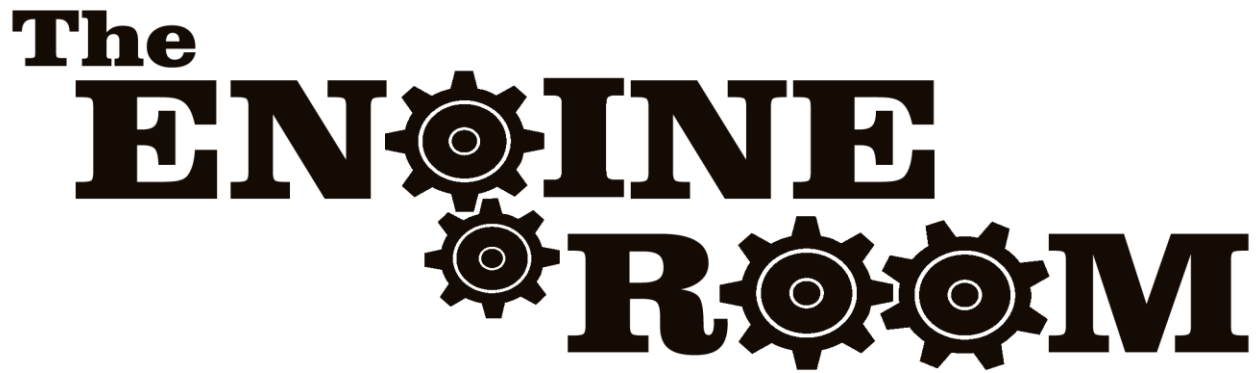
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ENTERED IN GATHER BY \_\_\_\_\_

DATE \_\_\_\_\_



**VENUE RENTAL AGREEMENT**

This Venue Rental Agreement (“Agreement”) is made and effective this date of \_\_\_\_\_, by and between Old Monroe Mills, LLC (“Owner”), and \_\_\_\_\_ (“Renter”).

Owner is the owner of land and improvements commonly known and numbered as 601 S. Madison Avenue, Monroe, Georgia, and also known as the “Monroe Cotton Mills” (the “Property”) and all common areas appurtenant thereto.

Owner makes available for rental all the building designated as that certain portion of the Premises known as The Engine Room, Suite 150 at the Monroe Cotton Mills, located at 601 S. Madison Avenue, consisting of approximately Fourteen Thousand square feet (14,000 sq. ft.) of venue space located in the Primary Mill Building (the “Venue”).

Owner desires to rent the Venue to Renter, and Renter desires to rent the Venue from Owner for the term, at the rental rate and upon the covenants, conditions, and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

**1. RENTAL DATE**

The Venue will be made available to the Renter at \_\_\_\_\_ on \_\_\_\_\_, and will be vacated by Renter at \_\_\_\_\_ on \_\_\_\_\_ (the “Rental Date”) (MAXIMUM 14 HOURS). Provided that no other use of the Venue is committed on the day immediately preceding the Rental Date, the Venue may be made available for setup one day prior to the Rental Date, between the hours of 8:00 a.m. to 6:00 p.m. at an additional charge to Renter of \$250.00 per hour, minimum 3 hours. Renter and his/her vendors will NOT be allowed early access to the Venue before the time listed above.

Renter is renting the Venue on the Rental Date for the following event type:

\_\_\_\_\_.

The total number of expected guests is \_\_\_\_\_.

## **2. RENTAL FEE AND DEPOSITS**

The Renter shall pay a flat fee in the amount of \$\_\_\_\_\_ for use of the Venue (the "Rental Fee") for the Rental Date. The Rental Fee provides for the Renter use of the Venue only for the hours and times listed in Article One hereinabove. Any setup or take down of the event must be completed within the hours listed in Article One.

If the Renter has not vacated the Venue by the ending time listed above, Renter agrees to pay Owner an Additional Rental Fee in the amount of Four Hundred Fifty Dollars (\$450.00) per hour or quarter-hour incremental portion thereof, with a minimum charge of one hour, for all hours Renter, or its vendors or guests, stays in the Venue beyond the times listed above.

Upon acceptance and execution of the Agreement, Renter shall pay an Initial Deposit in the amount of \$\_\_\_\_\_ to Owner in order to secure the requested Rental Date. This Initial Deposit will be deducted from the total Rental Fee. The balance of the Rental Fee must be paid to Owner no later than thirty (30) days prior to the Rental Date.

In addition, upon acceptance and execution of the Agreement, Renter shall pay a non-refundable **\$250.00 cleaning fee** and a refundable **\$1,000.00 damage deposit**. The damage deposit may be paid via check or credit card authorization on file. If there is no damage or other liability to the Venue and Owner, Owner shall shred/destroy the damage deposit to Renter within thirty (30) days of the Rental Date.

In addition to use of the Venue, in consideration of payment of the Rental Fee, Renter shall be entitled to the use of all tables, chairs and available equipment provided by Owner, as detailed in the Table and Chair Inventory and Equipment List provided to Tenant.

## **3. CANCELLATIONS**

All cancellations must be made in writing and submitted to Owner as soon as possible. For cancellations received more than ninety (90) days prior to the Rental Date, Owner shall return one-half (50%) of the Initial Deposit to Renter and retain one-half (50%) as liquidated damages. For cancellations received less than ninety (90) days prior to the Rental Date, Owner shall retain all fees paid by Renter as liquidated damages. Any rescheduling of the Rental Date by Renter shall be subject to availability and may be subject to a Rescheduling Fee of up to \$1,500.00.

## **4. VIOLATIONS OF LAW**

Renter will neither conduct nor permit any activities conflicting with any applicable laws, ordinances of the City of Monroe or other regulations, including, but not limited to, excessive noise and the unlicensed sale of alcohol, either directly or by charging admission to events where alcohol is served. Renter accepts full responsibility for any violations, which, among other consequences, may result in immediate cancellation of the Rental Date. In such an event, Renter shall not be entitled to any refund of the Initial Deposit and/or the Rental Fee.

## **5. SMOKING**

Smoking is strictly prohibited inside the Venue. Smoking is permitted only in designated outdoor areas on the Property.

**6. CATERED FUNCTIONS**

For functions that include food and/or beverage services, Renter shall provide Owner with the name, address and telephone number of each vendor for said services thirty (30) days prior to the Rental Date. Additionally, renter shall provide copies of each vendors' food and beverage license(s), specifically including, but not limited to, any licenses associated with the purchase, sale, distribution or pouring of beer or wine, and a copy of each vendor's liability insurance. If alcohol is to be served, this insurance must include host liquor liability insurance and name Owner as an additional insured. Vendor insurance must be in the minimum coverage amount of One Million Dollars (\$1,000,000.00) and be issued by an A-Rated insurer.

If, at any time during the Rental Date, any vendor is cited by any regulatory or law enforcement agency for providing any services for which it is not properly licensed, Renter shall indemnify and hold harmless Owner from any liability related thereto.

**7. ALCOHOL SERVICE**

**PLEASE CHECK ONE OF THE FOLLOWING TWO OPTIONS:**

- A. Alcohol WILL NOT be served or allowed on the Property or within the Venue during the Rental Date.**
- B. Alcohol WILL be served or allowed on the Property or within the Venue only during the Rental Date.**

Renter agrees that Owner does not provide any alcohol service whatsoever. Renter agrees that if alcohol is served in conjunction with an Event on the Rental Date that the Renter shall comply in all respects with all State of Georgia and City of Monroe laws and ordinances concerning alcohol service.

Renter Signature: \_\_\_\_\_  
 Print: \_\_\_\_\_  
 Date: \_\_\_\_\_

**8. NOISE LIMITS, SECURITY PERSONNEL AND VACATING THE VENUE**

In all cases the Event scheduled for the Rental Date shall be concluded absolutely no later than 1:00 AM. The Renter and all guests, vendors and service providers of the Renter must vacate the Venue by 2:00 AM on the evening of the Rental Date. Rental of the Venue shall not be permitted to extend past 1:00AM on the Rental Date for any reason other than loadout. The sole exception to this rule will be New Year's Eve, where rental of the Venue may be extended to 3:00 AM, at which time the Venue and Property must be vacated.

**All events require on-site security provided by off-duty City of Monroe Police Officers. Owner will secure the services of these officers for the Renter. The Security Officer shall be paid \$35.00 per hour for the event. The Security Officer will not stop providing security until all guests of the Event have left the Venue. The Security Officer must be paid directly by Renter on the Event Date.**

## **9. SIGNAGE AND DECORATION**

Unless Owner provides express approval prior to the Rental Date, nothing shall be taped, glued, nailed or otherwise attached to the walls or floors of the Venue, whatsoever. NO EXCEPTIONS!

## **10. PUBLICITY**

Any advertising, printed announcements and other publicity pertaining to the Rental Date shall make it clear that the event is not sponsored by Owner. All such materials should be submitted to Owner in advance for approval. Any printing of the event location shall read "The Engine Room at Monroe Cotton Mills". Owner will provide Renter with the Venue logo in electronic print-ready format upon request.

## **11. LOSS AND DAMAGE**

Renter agrees that Owner shall not incur any liability to Renter for any loss of business, loss of profits, or expenses, nor shall Owner at any time be responsible for personal injury, or the loss or destruction of any other property situated on the Property and in the Venue, or any other damages, direct or consequential. Renter assumes the risk of direct and consequential loss and damage to the Property and Venue. Renter may, at his/her/its election, procure additional insurance coverage to protect against this risk, including the risk of lost profits.

## **12. RELEASE, INDEMNIFICATION AND INSURANCE COVERAGE**

(a) Renter hereby covenants and agrees to release, indemnify, save and hold harmless Owner against any and all losses, damage to life, person or property in or upon the Property and Venue, or any portion thereof, or growing out of its use or occupancy, it being intended that Renter shall indemnify and hold harmless Owner from any and all claims, injuries, damage and liabilities for which Owner might be held or claimed to be responsible.

(b) Owner and Renter agree that should any state, federal, county or city authority or agency charged with the enforcement thereof, find Renter's use of the Venue to be in or constitute a violation of any state, federal, county or city law, ordinance or regulation pertaining to environmental protection, occupational safety and health, fire or safety, Renter agrees to indemnify, save and hold Owner harmless from and against any claim or demand and cure such violation in Renter's use of the Venue.

(c) It is agreed that Renter shall not create or cause to exist upon the Premises herein rented any nuisance, public or private, during the continuance of this Agreement and shall save and keep harmless Owner from any suit or claim growing out of any nuisance thereon or Renter's violation of any applicable law, ordinance or governmental regulation, including without limitation laws, ordinances and governmental regulations controlling air, water, noise, solid waste and other pollution. Renter shall install and bear the expenses of any and all pollution control structures, devices or equipment which may be required during the term and continuance of this Agreement under any applicable laws, ordinances or governmental regulations because of or arising from the condition of the Venue herein rented or any use thereof or operations thereon by Renter or those claimed by, through or under it.

(d) In the event that any action or proceeding is brought against Owner by reason of any claim arising out of Renter's rental and/or use of the Venue, then Renter, upon notice from Owner, shall defend such action or proceeding at Renter's cost, and shall pay all costs and attorneys' fees and any judgment or decree and interest thereon which may be entered against Owner. The obligations imposed on Renter by this paragraph accruing prior to any termination of this Agreement shall survive such termination.

(e) Renter shall at all times conform to federal, state and local environmental laws. Renter hereby agrees to indemnify Owner for any violation of said environmental laws not arising from Owner's direct actions or negligence. Renter has had opportunity to perform due diligence and accepts the Venue "as is, where is."

(f) Renter agrees to purchase and maintain for the Event on the Event Date General Liability and Property Casualty Insurance with minimum aggregate coverage limits of One Million Dollars (\$1,000,000.00). Renter shall name Old Monroe Mills, LLC and The Engine Room at Mill, LLC as additional insureds on this policy. If alcohol is to be served at the Event, this policy MUST include Host Liquor Liability Coverage. The Insurance Carrier must be an A-rated carrier.

### **13. ENTIRE AGREEMENT**

This Agreement, together with any riders attached hereto forming a part hereof, sets forth all promises, agreements, conditions, and understandings between the parties hereto, either oral or written, concerning the use and occupancy of the Venue. It is understood and agreed that no subsequent alteration, amendment, modification, change or addition to this Agreement shall be binding upon Owner and Renter unless reduced to writing by both of them and by direct reference made a part hereof.

### **14. SEVERABILITY**

If any provision of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected thereby.

### **15. VENUE RULES**

Renter shall comply with the current rules of the Venue and Property adopted by Owner and shall cause all of its agents, employees, invitees and visitors to do so. Said Rules and Regulations are attached hereto and incorporated herein by reference as Exhibit "A."

### **16. MISCELLANEOUS**

Time is of the essence. Venue and jurisdiction for the resolution of any disputes arising out of this Agreement shall be in Walton County, Georgia. This agreement supersedes any prior oral agreement or representation. Any amendment must be in writing and signed by the parties.

Renter and any entity related thereto, hereby for himself/herself/themselves, their agents, assigns and/or representatives specifically promise and warrant to fully release, indemnify and hold harmless Owner, its agents, assigns and/or representatives against any and all claims, causes of action, actions, liens, demands, rights to causes of action, damages and claims of damages sustained, or claimed to have been sustained, on account of any known and unknown personal injuries, deaths and/or property damage arising out of or in any way related to the use of the Venue, whether or not said claims, causes of action, actions, liens, demands, rights to causes of action or damages may have resulted in whole or in part from the negligent acts or omissions of Owner, its agents, assigns and/or representatives.

This Agreement may not be assigned without the express written consent of the parties. The signatories hereto state that they have the authority to bind the party on whose behalf they are signing. This Agreement shall be construed without regard to the identity of the person who drafted it. Each provision of this Agreement shall be construed as though all the parties participated equally in its drafting. Any rule of construction that a document is to be construed against the drafting party shall not be applicable.

**17. SPECIAL STIPULATIONS**

The following special stipulations shall control when in conflict with anything hereinabove:

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IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

OWNER:

RENTER(S):

Old Monroe Mills, LLC

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

By: Paul L. Rosenthal

\_\_\_\_\_(SEAL)

Its: Managing Member

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

**PLEASE MAIL ALL CORRESPONDCE AND PAYMENTS TO:**

**THE ENGINE ROOM  
C/O OLD MONROE MILLS, LLC  
POST OFFICE BOX 1588  
MONROE, GEORGIA 30655**

**877-305-MILL  
[hello@theengineroomga.com](mailto:hello@theengineroomga.com)**

# The **ENGINE ROOM**

## Venue Rules

1. There is absolutely NO early load in of vendors, materials, food, equipment, etc. prior to the Venue Date and Time listed on the Venue Rental Agreement.
2. Any damage that occurs to the Venue during the Event will be the responsibility of the Renter.
3. The Renter is responsible for all actions of its guests and vendors, including without limitation, its Caterer, Florist, Band/DJ, Wedding Coordinator, etc.
4. Any items left at the Venue after the Venue Date will be discarded by TER. WE DO NOT KEEP A LOST AND FOUND!!!
5. All set up, break down and clean-up must be completed during the hours listed in the Venue Rental Agreement. Failure to do so will result in additional fees being charged to Renter in accordance with the Venue Rental Agreement. Both Suites have to have all trash put in bags and The Engine Room staff will remove
6. Absolutely nothing is to be attached to the walls or floors. This means EVERYTHING. NO TAPE, GLUE, NAILS, SCREWS, ETC. Items may be hung from the ceilings or poles, IF permission is requested and details of the same are provided to TER prior to the Venue Date.
7. All table and chair preset instructions must be provided at least TEN DAYS prior to the Event Date. TER will preset all tables and chairs according to those final written instructions. ANY CHANGES TO THE PRESET WITHIN TEN DAYS OF THE EVENT REQUESTED BY RENTER WILL INCUR ADDITIONAL LABOR CHARGES.
8. Renter is responsible for the gathering of all trash and debris from the Venue on the Event Date. Trash cans and bags will be provided. Trash must be placed in the designated area outside the Venue at the conclusion of the Event.
9. Absolutely NO SMOKING or VAPING in the Venue or in the Bridal/Groom Suites. There are designated smoking areas outside the Venue with butt cans that must be used.



10. Caterers are encouraged to visit the Venue prior to the event. Only the equipment available in the prep kitchen is made available for Tenant's use. Any other equipment for serving or catering functions must be provided by the caterer or the Tenant.
11. At the conclusion of the Event, all items brought in for the Event must be removed. All large trash and debris items must be removed. Tables and chairs are to be left where they were preset. TER will remove them at a later time.
12. All wet areas (drink service areas, ice sculptures, etc.) must utilize necessary floor coverings or mats to prevent slip hazards to guests and prevent damage to the floors. TER provides four available bar mats (Brown colored mats ONLY) for use by Renter. If additional mats are required, these must be provided by Tenant or its vendor.
13. The Loading dock area should be kept clear at all times except only when loading in or out the particular vehicle.
14. All Vendors and Vendor Staff must park in areas designated by TER staff to allow maximum parking for Tenant guests.
15. All exterior chairs, tents or other items must be provided by Tenant or its Vendor. All items and placement location for exterior use must be preapproved by TER.
16. TER provides trash cans for use in the Venue. TER staff will make sure the restroom cans are emptied timely. Tenant or its Caterer are responsible for emptying the 44-gal Rubbermaids as needed during the Event. Extra trash bags for these cans are available in the drink prep area.
17. Any plumbing, HVAC or electrical issues are to be handled ONLY by TER staff. Please advise TER staff of any issues that arise during the Event.
18. Load In and Load Out equipment must be used only for its intended purpose. TER assumes no responsibility for use of this equipment.
19. All consumables except trash bags and paper products for restrooms must be supplied by Tenant or its Vendor. TER does not supply ANY additional supplies or consumables for the Event, including without limitation, extension cords, linens, serving utensils, pots, pans, etc.
20. All Vendors requiring appropriate licensure with the state and/or local authorities must maintain such licensure for the Event Date. ALL bartenders MUST have a license, NO exceptions.
21. Any custom lighting packages and the service load must be preapproved by TER. TER is equipped with ample 110 V, single phase power throughout the Venue for use by Tenant's Lighting Vendor.
22. All candles must be enclosed in glass globes or in non-flammable containers.
23. All floral arrangements must have liners to protect the floors from water damage.

24. ABSOLUTELY NOTHING MAY BE HUNG FROM THE FIRE SPRINKLER LINES!!! No items hung in the ceiling may interfere with the Ceiling Fans.
25. NO SINKS OR TRASH CANS may be used as ice storage/drink coolers/keg coolers. Tenant or its vendor must provide drink coolers and/or ice serving containers as needed.
26. Shelves in the Fridge/Freezer and Drink Fridge are NOT to be removed, nor should they be overloaded with products.
27. No TER equipment from the prep kitchen is to be removed from the area at ANY time.
28. Fire egress areas and doors shall NEVER be blocked, obstructed or inaccessible for any reason. No temporary storage of items can occur in these areas for ANY reason at ANY time.
29. Vendor use of restrooms must be respectful of Tenant's guests.
30. No outside grilling of any type without prior approval of TER.
31. No dumping of anything on the exterior of the Venue WHATSOEVER except clean ice.
32. NO STORAGE of anything in the Ice Machine. Ice is to be retrieved ONLY with the provided Ice Scoop. Ice should only be transported in provided ice transports. Ice should be protected from any type of cross contamination using best management practices.
33. Care should be taken at Load In and Load Out to make sure that the floors are NOT SCRATCHED. Use of TER Load-In Equipment will help with this as all of these pieces of equipment have clean, rubber wheels. Any floor scratches caused by the result of dragging items across the floor or the use of faulty moving equipment will result in damage fees being assessed against the Tenant's damage deposit.
34. Tenant or its Caterer that uses the prep kitchen must ensure that at the conclusion of the Event:
  - a. No food or beverage of any type is to be left in the Venue. It will be disposed.
  - b. Remove all equipment brought in by Vendors the night/day of Event. Period.
  - c. All kitchen counters should be wiped down and cleaned.
  - d. Wipe out all ovens and warming cooktops, removing any food debris.
  - e. Prep Kitchen floor must be completely broom swept and mopped with hot soapy water. Broom, mop, water and bucket will be provided by TER.
  - f. All sinks in Prep Kitchen must be cleaned and wiped dry.
  - g. No cookware, cutlery, glassware or dishware should be left at the Event.
  - h. All food debris must be removed from all floors.
  - i. Clean all ice transports that were used.
35. Tenant or its Event Coordinator must be prepared to pay the Security Officer in CASH at the conclusion of the Event. NO EXCEPTIONS!

# The ENGINE ROOM

## NOTICE: INSURANCE REQUIREMENT!

*You must have a Special Events Insurance policy or rider for your event at our facility.*

It is for YOUR benefit more than it is for ours! We already have good insurance for the events, but YOU do NOT! Sometimes your homeowners insurance can cover the event, IF you call and get them to add the event. If not, you need to buy a Special Events Insurance Policy! **If your Event will be serving alcohol make sure that you add host liquor liability coverage when buying the policy.** Also make sure that Old Monroe Mills, LLC and The Engine Room at Mill, LLC are named as additional insureds on the policy. For your convenience, here are two companies that sell Special Event Insurance directly online. It is really easy to buy a policy online. It usually only takes a minute or two, and usually the cost is less than \$150.

[www.wedsafe.com](http://www.wedsafe.com)

[www.wedsure.com](http://www.wedsure.com)

# The ENGINE ROOM

## Social Media Information

We are excited that you have chosen to celebrate your special event with us. We want to make your event more memorable by promoting it through our Social Media channels. Please answer the following and email us a photo. Thank you!

1. What is the handle/user name for all VIPs (Bride, Groom, etc)?

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

Facebook: \_\_\_\_\_

2. Please list what hashtag you will be using for your event/wedding:

# \_\_\_\_\_

*(If you don't have one, we suggest you create one specific to your event)*

3. Will you provide us a recent photo we can tag you in to help build excitement for your event? Please email it to [hello@theengineroomga.com](mailto:hello@theengineroomga.com)
4. Do you have a webpage for your event? If so, please provide us with the address and we will link to it in our Social Media channels.

Webpage: \_\_\_\_\_

### OUR HASHTAG

On your social media posts, be sure to tag us @TheEngineRoomGA and #TheEngineRoomGA